



ARIZONA DEPARTMENT OF ECONOMIC SECURITY

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WIA Guidance Letter #14-06

Subject: Certificate Definition and the Exclusion of Credentials under Common Measures

References: Training and Employment Guidance Letter (TEGL) No 17-05

Purpose: This guidance letter provides direction on the definition of certificate and the exclusion of the use of a credential under Common Measures.

Background: The use of the definition of "certificate" is applicable for participants who begin receiving services on or after July 1, 2006. Adult, dislocated worker and older youth participants who receive training services prior to July 1, 2006 are covered under the previous performance standards and reporting requirements. Please note the term "credential" applies to the current WIA statutory adult, dislocated worker and older youth measures only. Credentials **DO NOT** apply to common measures.

Certificate – A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. **Certificates awarded by workforce investment boards or awarded in recognition of the attainment of only generic pre-employment or work readiness skills are not included in this definition.** A certificate is awarded in recognition of an individual's attainment of technical or occupational skills by:

- A state educational agency or a state agency responsible for administering vocational and technical education within a state.
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.
- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun

Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.

- A registered apprenticeship program.
- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
- Job Corps centers that issue certificates.
- An institution of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

Certificates and degrees must be documented in the Arizona Virtual One Stop (VOS) system. Documentation in participant files should include either a copy of the certificate or degree, school transcripts, letter from the school or Arizona Department of Education. **In addition to** a copy of one of the above, case notes in either VOS or the participant file must document the attainment of the degree or certificate.

NOTE: In Arizona, if a youth fails Arizona's Instrument to Measure Standards (AIMS) test they will not receive a diploma; therefore they have not received a credential.

Action Required: Effective July 1, 2006, LWIAs, sub-grantees, sub-recipients and/or service providers **must** use the definition of a certificate as described in this Guidance Letter and TEGl 17-05 dated February 17, 2006. Please distribute this information to all LWIA staff members, sub-grantees, sub-recipients and/or service providers.

For questions or assistance related to this policy, please direct inquiries to the WIA Field Operations Liaison assigned to your Local Area at (602) 542-3957. Further updates to the Frequently Asked Questions (FAQs) will be posted to the WIA website at <http://www.azdes.gov/wia/faq.asp>.

This policy is subject to change. All WIA Guidance Letters are posted on the WIA website at <http://www.azdes.gov/wia>.

Sincerely,



Lela Alston, WIA Section Manager
Employment Administration
Department of Economic Security

Attachments: WIA Advisory Task Force Questions and Answers

WIA Advisory Task Force Questions and Answers

Q. Does the definition for a certificate also apply as the definition for the statutory adult and DW employment and credential?

A. The term credential applies to the current WIA statutory adult, dislocated worker, and older youth measures only; it does not apply to common measures.

Q. There is no clarification as to whether the definition of a credential in the statutory measures changes. For example, a local board can define a credential under the statutory measures. Can we still continue to do that?

A (1). The use of the definition of “certificate” is applicable for participants who begin receiving services on or after July 1, 2006. Adult participants who received training services prior to July 1, 2006 are covered under the previous requirements.

A.(2) DOL FAQ C15. (<http://www.doleta.gov/performance/Guidance/Q&A>.) - The change in definition from “credential” to “certificate” will apply to all WIA participants who enroll in training services on or after July 1, 2006. Any participants that are “carried over” into PY 2006 (i.e., continuing to receive training services that began before July 1, 2006) would still operate under the old “credential” definition.

Q. What about On-the-Job-Training (OJT)? Are these required to lead to a certificate? If so, who would award the certificate, the employer of record or agency that set the OJT up? OJT is training and very often leads to a job

A. OJT will not lead to a certificate for participants enrolled after July 1, 2006. TEGL 17-05 attachment B page 2 provides a list of the entities that can award the degree or certificate.

Q. We currently issue a “WIA-Occupational Certificate” for our OJT participant that is directly related to the job they were trained for by the employer. Does this mean that as of 7/1/06, we can no longer use our local “YPIC Occupational Training Certificate” as an acceptable certificate for common measures? Under common measure will the employer be required to issue an employer certificate when participants attain/complete their occupational skills training?

A. OJT will not lead to a certificate for participants enrolled after July 1, 2006. TEGL 17-05 attachment B page 2 provides a list of the entities that can award the degree or certificate. Certificates awarded by Local Workforce Investment Areas will not be appropriate for participants enrolled after July 1, 2006.

Q. DOL FAQ B.13 (<http://www.doleta.gov/performance/Guidance/Q&A.>) Question: Can on-the-job training count as advanced training in the WIA youth program?

A. DOL Answer: No.

Q. How will this impact our other services such as: Certified Nursing Program, AZ Western College services, and/or agencies listed on the ETPL list?

A. If the certificate meets the definition in TEGL 17-05, these services should not be impacted.

Q. The instructions in the guidance letter are clear. Nice job.

A. Thank you